

SECRETOFFICE OF TRAINING AND EDUCATIONAgency Off-Campus Program

The Program has offered a number of area studies courses for training requirements within several directorates as an alternative to the expensive external area programs. A total of 188 Agency employees completed these courses at a cost savings of approximately \$109,222.

\$109,222

External Training

The Training Support Division, via its screening process under Title 5, has either transferred some requests to internal courses or disapproved these requests, for a total savings of \$91,000.

\$91,000

External Training--In-house Runnings

The Training Support Division has arranged and/or administered three runnings of the Nuclear Weapons Advanced Course usually given at the Interservice Nuclear Weapons School, Kirtland AFB, New Mexico; two runnings of the Army's General Transportation of Hazardous Materials course usually given at DARCOM Headquarters at Savanna, Illinois; and one running of NACSEM 5100 course usually given at Lackland AFB, Texas. For the Nuclear course, 184 students were trained for a savings of \$102,960, to both the Agency and the Intelligence Community. For the DARCOM course, 77 students were trained for a savings of \$55,255. For the NACSEM running, 9 students were trained for a savings of \$6,470. Total savings of \$164,685.

\$164,685

Management Training

Management and Administrative Training picked up one-week management training of midcareerists eliminating the requirement for a contract with AMA of \$6,000. Savings of \$18,000.

\$18,000

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SECRETOffice of Training and Education - ContinuedIntelligence Training

The Defense Industries Course and the Industrial Training Course have been discontinued for a savings of \$35,000, plus staff.

\$35,000

Travel Reimbursement [REDACTED]

The requirement for 3-person carpools to qualify for reimbursement [REDACTED] has reduced travel payment to staff and trainees during the past year of approximately \$12,500.

\$12,500

Use of Less Expensive Television Cameras

Television cameras are generally the most expensive item in OTE's production inventory. The \$42,000 RCA camera was recently switched to a very serviceable \$7,000 JVC camera. The RCA camera is being utilized [REDACTED] A recent purchase resulted in a savings of \$36,000.

\$36,000

Consolidation of OTE and Operations Training Division
Television Facilities

The sharing of equipment and personnel by these two units has provided better quality productions. If similar facilities were established at both locations [REDACTED] (CofC Building) it would have cost an additional \$150,000.

\$150,000

Conversion to Videotape From Film for Media Presentations
Produced In-House

An individual film presentation ranged in cost from \$75,000 to as much as \$150,000. Videotape presentations cost \$25.00 per 60-minute cassette, and as a rule only one cassette is used per presentation. Talent and technical crews are salaried Agency employees. Each production may range from 18 to 331 man-hours. Since 1978, OTE has produced or has in process 18 videotape productions. Total cost, excluding man-hours, is under \$500. The production of 4 films during a 4-year period would have cost approximately \$300,000.

\$299,500

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SECRETOffice of Training and Education - continuedSavings Through ROPE Testing

The Language School now pouches Recorded Oral Proficiency Exams (ROPE) to individuals requesting language testing. There were 535 ROPE's requested. If Language School instructors were sent to testing sites, their travel time and per diem would be considerable. The savings on this activity is \$26,792.

\$26,792

PDP Computer

The installation of the PDP computer has resulted in savings for OTE. Previously this work had to be handled on a contract basis. The new savings (after the investment) for the last two-year period would be about \$25,000. Savings will continue to accrue since the software utilization period extends beyond the period under consideration.

\$25,000

Items Received from Government Disposal Depots

25X1 Various items from government disposal depots were received at no cost [redacted] The items include trucks, generators, forklifts, road graders, typewriters, calculators, TV consoles, etc., which mean cost factors are considerable if we had to buy the items amounting to a total of \$465,397.

25X1

\$465,397

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Office of Training and Education - Continued

25X1 TV Production Studio

25X1 By using TV production studio, considerable costs are saved when compared with costs for commercial TV contracts. An example would be a \$37,000 production which would have cost approximately \$150,000 on outside contract.

25X1

\$113,000

25X1

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ATTACHMENT B

FUTURE EFFICIENCIES

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Future Efficiencies Through Capital Investment

Data Processing

Payroll System

Logistics Integrated Management System

OF Field Accounting System

OL Field Property Accounting System

Travel Accounting

Computer Aided Instruction (OF, OTE, etc.)

On-line Records Retrieval and Search System with Records Center

Security Communications Improvement Program

Automation of all Language Related Records

Automation of Language Lab

Registration for Training and Conferences

Control of Codeword Material

Text/Software Package for PSD/OMS and Acquisition of word processing system

Automation of CCCR/OMS (terrorist) data and tie it to SAFE

Acquisition of ScanTron Optical Mark Reader for OMS

Increase personnel/funds for software development

OC Recapitalization

New Building at Headquarters

New printing and materiel handling equipment

Utility reliability improvements

Improved energy efficiency of existing buildings and equipment

25X1

25X1

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Acceleration of Headquarters Secure Voice Program

Quantity buy of [] terminals and equipment

Quantity buy on Capitalization Program

Headquarters Records Review to reduce filing equipment and gain space

Technical Security Recapitalization

FY-1983 Theme Package on Terrorism

[]

New Wing on [] to increase the capacity by 20

New Classroom and Dormitory []

Improvement of the []

Upgrading OTE's television production facility []

Implementation of field PATB-II testing

Close down, consolidate, or make better use of []

Improve Headquarters maintenance and operations (GSA) at same or lower cost

[]

Secretary/Word Processing Pool

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Future Efficiencies Without Adverse Impact
On Service or Resulting in Improvement in Service

25X1

25X1
25X1

25X1

When an office moves, leave all furniture

Abolish Advance Work Plan (AWP) and Evaluation of Potential (EOP) in Performance Appraisal Report (PAR)

Abolish the MG support conferences in Europe and the Far East

Make more use of "blue blazer" protective force

Do polygraphs on recruits "up front"

Absorb [] new pay cases (payroll) - FY-81 to FY-83 (and absorb all OL, OS, OMS, etc., support for increase in Agency T/O without increase in support T/O)

25X1

When an office moves, leave telephone numbers

Use of Government Travel Requests []

25X1

Elimination of classification review (EO 12065)

Elimination of Freedom of Information Act

Establishment of a Regional Support Activity []

25X1

Use of individual office personnel for some ADP programming and maintenance ("do your own")

Decentralization of recruiting and payment of bonuses to "head-hunters" and employees

Additional compressed and flex-time (when productivity can be enhanced)

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Do more up-front planning --reinitiate support annexes

Contract out secretarial services for unclassified work

Modification of standard overseas tour to three vice two years with fourth year optional

Use of retired annuitants to provide TDY support overseas - WAE

Reproduction of cables at eight lines per inch

Pool data terminals

Reduce copies of training reports

Increase competitive procurement

Component budgeting for terminals

Agency-wide information processing standards

Control and limit year-end funding (to preclude fund "dumping")

Reduction of ADP output products

Greater use of suggestion awards



25X1

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Future Efficiencies With Adverse Impact On Service

Reduction of number of conferences or otherwise)

25X1

Reduction of course duration/frequency/format

Midcareer - five to four runnings

Introduction to CIA - fewer runnings

Conduct Career Counseling at Chamber of Commerce Building rather than

25X1

Use some TDY instructors

25X1

Use more TV and less live presentations

Elimination of all summer programs

(Students, fellows, Urban League, etc.)

Elimination of guards at tunnel and DCI garage

Elimination of off-campus program

Elimination of disseminating information on external training

Discontinue training registration and statistics report

Offer language program only on fixed schedule

Elimination of Special Language Programs (total immersion, familiarization, etc.)

Conduct all management training at Chamber of Commerce Building rather than some

25X1

Discontinue dental program

Less frequent medical examinations

Elimination of routine chest X-rays, spirometry

Close DCI Garage

Reduction of training time

25X1

Limit movement of secure or black telephones

Reduction of cable dissemination file

Close Center for Study of Intelligence

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Elimination of handwritten corrections, additions, and/or deletions on cables and telepouches

Close Executive Dining Room

Elimination of Media Highlights

Increase sea shipments

Elimination of early-morning and afternoon shuttles

Elimination of chauffeurs

Elimination of pneumatic tube system

Put Genographics in P&PD

Cut off lights in all buildings at night

Reduce or eliminate most unclassified publications FBIS, etc.

25X1

Make customers of printed products outside the Intelligence Community pay for publications

Make FBIS and JPRS self-sustaining

Publications Review Committee (reduce total subscriptions and printing)

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Future Efficiencies Through Centralization Or
Elimination of Duplication

Collocation of 4-C and Ruffing or DDO center

Consolidation of micrographics

Consolidation of copier management

Standardization of Agency-wide equipment

Consolidation of graphics

Consolidation of TV and videotape facilities

Consolidation of transportation in OL (vice OL, OD&E, OSO, etc.)

Centralization of OC support in the
Division, OC (vice OC, OSO, and OD&E)

25X1

Consolidation of all travel accounting (vice OD&E, etc.)

Centralization of budgeting and management for personal service costs

Consolidation of all financial management in OF (decentralized finance personnel to report directly to OF)

Consolidation of all Agency medically related tasks, e.g., psychologists, VIP Health Program, occupational safety, etc.

Transfer of Overseas Medical Benefits Program to the Office of Medical Services

Reexamine Information Handling Task Force Recommendations

Consolidate JPRS in P&PD

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